

**U.S. PROBATION OFFICE
WESTERN DISTRICT OF NEW YORK
VACANCY ANNOUNCEMENT NO. 12-05**

Opening Date: July 12, 2012 **Closing Date:** August 10, 2012

LOCATION OF POSITION:	WESTERN DISTRICT OF NEW YORK Buffalo & Rochester
POSITION TITLE:	DRUG ANALYSIS TECHNICIAN (PART-TIME: 20 HOURS PER WEEK)
STARTING SALARY RANGE:	CLASSIFICATION LEVEL 22 (\$12 - \$15 per hour)
STARTING DATE:	SEPTEMBER 2012

DESCRIPTION OF DISTRICT, PROBATION OFFICE, WORKLOAD AND DUTIES:

The Western District of New York encompasses 17 counties and consists of two offices. There are three district court judges, three senior judges, and six magistrate judges. The probation office is headquartered in Buffalo and has one division office in Rochester. **There is one vacant part-time position available in the Buffalo office and one in the Rochester office.**

Representative Duties: A Drug Analysis Technician provides technical support services to officers throughout the district in the area of client drug testing, through observation, collection, and distribution. A Drug Analysis Technician performs duties such as, but not limited to, the following:

- (1) Conduct and observe urine specimen process with offenders of the same gender. Perform sweat patch application and removal. Perform chemical analysis for detection of controlled substances. Maintain appropriate records. Perform these duties while observing necessary safety precautions and by using appropriate protective equipment such as gloves, safety glasses, lab coats/smocks, etc.
- (2) Certify the validity of urine test results by signing the Collection and Testing Certification on the Chain of Custody form.
- (3) Enter testing data in the appropriate database on a daily basis.
- (4) Collect and distribute test results to appropriate staff members. Provide prescription reporting, phase reporting, and code-a-phone messages.
- (5) Record information for reports and investigations related to drug testing, including blind sample studies at the contract laboratory, and quality control of non-instrumented handheld devices.
- (6) Maintain the urinalysis program, including supplies, testing equipment, testing schedules, and laboratory organization.
- (7) Collect data and complete forms in support of the drug testing program, including reporting lab results, sending out samples, and retrieving results from the website.
- (8) Report all hazardous or safety-related incidents encountered in the course of duty to the appropriate authority for entry into the Safety and Information Reporting System (SIRS).
- (9) Perform other duties as assigned.

MINIMUM QUALIFICATION REQUIREMENTS: Applicants must be citizens of the United States. Applicants must also possess a high school diploma or equivalent to qualify for Classification Level 22, Step 1 (\$12 per hour). At the discretion of the Chief U.S. Probation Officer, an applicant may be eligible for placement in Steps 2 through 25 (\$12-\$15 per hour) of Classification Level 22 if they possess one or more years of general experience. An evaluation of the quality of general experience and competitive factors will determine placement at salary levels above Step 1.

GENERAL EXPERIENCE: Progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

SUBSTITUTIONS: Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience. Education may not be substituted for specialized experience because the court support positions require hands-on experience to be credited as specialized experience. Excess specialized experience may be substituted for required general experience.

COMPETITIVE FACTORS: Applicants possessing basic computer skills including Microsoft Windows, Microsoft Word and WordPerfect are preferred. Excellent customer service and organizational skills are also desired.

APPLICATION PROCESS: Individuals interested in being considered for this position are invited to submit a cover letter and resume to Kathleen A. Szal, Human Resources Administrator, 2 Niagara Square, Buffalo, New York 14202. Please identify the city for which you would like your application to be considered. Resumes must be received by the close of business on August 10, 2012. Job description and additional information can be located on our website at www.nywp.uscourts.gov

The final candidate will be subject to a background investigation. This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay.

Due to the volume of applications received, the U.S. Probation Office will contact only the most qualified applicants who will be invited for interview. The U.S. Probation Office has the right to modify the conditions of this job announcement, withdraw the announcement or fill the position at any time before the closing date, any of which may occur without prior notice.

